

Script for Alternative to the IAG (rev. 8/23/02)

Hello. I'm Susan Tarr, Director of FEDLINK, the Federal Library and Information Network. FEDLINK serves federal libraries and information centers—as well as other federal offices—as their purchasing, training and resource-sharing consortium for information services.

Until 2002, FEDLINK operated under the authority of the Economy Act and established its formal relationships with federal information users by means of an interagency agreement initiated by the Library of Congress, where our staff is headquartered. Now, starting with FY2003, revolving fund authority passed by Congress in November 2000 allows us to offer our customers an alternative to the Library of Congress interagency agreement—if you find it more convenient.

I think this new option may be particularly useful for those of you whose agencies require a duplicate process now. If, in addition to processing the Library of Congress IAG, you are required to execute a government purchase order, or a MIPR, or a second interagency agreement initiated by your own agency, you're a good candidate for this alternative process!

Instead of requiring you to sign our IAG in addition to your agency's document, we are now able to accept your agency's document, as long as you attach an addendum that assures us you understand the special requirements of the FEDLINK program. That addendum can be signed by the same official who signs your agency's document. In the case of a purchase order, that would probably be your agency contracts officer. In the case of a MIPR or interagency agreement, that may be your funds certification officer.

If your agency document now requires different signatures than the FEDLINK IAG, or if you have difficulty getting your agency funds certification officer to sign the FEDLINK IAG, you may want to consider this new option.

However, if introducing this addendum will require a lengthy legal review in your agency, or if the person who signs your agency IAG or MIPR also signs the FEDLINK IAG and is comfortable with it, you may prefer to stick with our traditional IAG process.

It's up to you. Only YOU can tell if this will be a timesaver for you in executing your agreement with FEDLINK. We offer it to you in case it is....

If you want to consider this alternative to the IAG process, take a look at the sample addendum on our Website by clicking on the link in the introduction to this video.

You'll note that the addendum specifies the following terms to be accepted by the purchaser:

- To purchase only those products and services authorized under the Library of Congress Fiscal Operations Improvement Act of 2000, Public Law 106-481 §103—that includes commercial information services, publications in any format, library support services, related accounting services and related education, information, and support services.
- To abide by the FEDLINK administrative policies and procedures contained in the *FEDLINK Member Handbook* and official FEDLINK correspondence. The *Handbook* is available on this Website at lcweb.loc.gov/flicc/mhb/mhbtoc.html.
- To cover any and all legitimate commitments incurred and to properly order and verify receipt of all goods and services covered by the agreement.
- To pay for services in advance, in accordance with our law.

- To remit payment for administrative fees and services dollars—electronically, if possible--within 60 days of the due date on the billing document from the Library of Congress.

If you decide the alternative process will work better for you in your agency, when you complete your online registration for FY 2003, choose the addendum rather than the FEDLINK IAG at the time you call for your printout from our Registration Website. In addition to the addendum, you will receive a list of your services and the total amount you need to specify on your purchasing document. We will also ask you to provide detailed information for our billing process—the same information you’ve been providing on the FEDLINK IAG. Attach this information, along with the addendum, to your purchasing document, have it signed by your agency, and send it to FEDLINK.

One caution about submitting your order: The Library of Congress will continue to irradiate its incoming mail for the foreseeable future. Because that can delay your mailing for a month or even more, we urge you to fax a copy of your purchasing document, along with the addendum and billing information, to our customer Hotline. We can proceed with your services on the basis of the signed fax while we await the originals through the mail. That fax number is available on the Registration Website.

If you have questions about this or other FEDLINK processes, contact us through our Hotline at 202-707-4900. And thank you for using FEDLINK!